






The Park
Academies Trust

Children Missing Education Procedures

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Version Control

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1. Introduction

The Academy follows procedures laid out in 'Children Missing Education – Statutory Guidance for Local Authorities. September 2016'.

A Child Missing in Education (CME) is defined as a child or a young person of compulsory academy age who is not attending school, not placed in alternative provision by the Local Authority, and who is not receiving a suitable education elsewhere.

Children go missing from education for a number of reasons including:

- they don't start school at the appropriate time and so they do not enter the educational system
- they are removed by their parents
- behaviour and/or attendance difficulties
- they cease to attend, due to exclusion, illness or bullying
- they fail to find a suitable school place after moving to a new area
- the family move regularly
- problems at home

The law requires all children between the ages of 5 and 16 to be in full time education.

2. Procedures Regarding Academy Admission Register

Lydiard Park Academy will notify the Local Authority when it is about to remove a pupil's name from the Academy admission register under any of the fifteen grounds listed in Appendix A. This does not apply when a pupil's name is removed from the admission register at the standard transition points.

When removing a pupil's name, the notification to the authority must include:

- a) the full name of the pupil
- b) the full name and address of any parent with whom the pupil normally resides
- c) at least one telephone number of the parent
- d) the pupil's future address and destination Academy, if applicable and
- e) the ground under regulation 8 under the pupil's name is to be removed from the admission register (Appendix A).

The Academy will make reasonable enquires to establish the whereabouts of a child jointly with the local authority, before deleting a pupil's name from the register.

The Academy will notify the Local Authority within five days of adding a pupil's name to the admission register at a non-standard transition point.

The Academy has a legal duty to inform the Local Authority if:

- a child has been absent for 10 days following on from a period of approved leave
- a child is absent for 20 consecutive days without approved leave
- a child fails to attend school regularly.

Parents should be aware that Swindon Borough Council reserves the right to consider taking legal action against parents or carers who repeatedly fail to accept their responsibility for sending their child/children to school on a regular basis.

3. Procedures Regarding Non-Attendance

The Academy must enter pupils on the admission register at the beginning of the first day on which the Academy has agreed, or been notified, that the pupil will attend the Academy. If a pupil fails to attend on the agreed or notified date, the Academy should undertake reasonable enquiries to establish the child's whereabouts and consider notifying the local authority at the earliest opportunity.

The Academy monitors pupils' attendance through their daily register. The Academy will notify the local authority using Appendix B if a pupil has missed five school days or more without permission (or because of illness, unavoidable cause, religious holiday, or the local authority's failure to make the required transport arrangements). The Academy will monitor attendance closely and address poor or irregular attendance. The Academy will notify the local authority termly, using Appendix C.

Where a pupil has not returned to the Academy for ten days after an authorised absence (under regulation 8(1), paragraph (f)(iii) of the Education (Pupil Registration) (England) regulations 2006) or is absent from the Academy without authorisation for twenty consecutive school days (Under regulation 8(1), paragraph (h)(iii) of the Education (Pupil Registration) (England) Regulations 2006, the pupil can be removed from the admission register when the Academy and local authority have failed, after jointly (under regulation 4 of the education (Pupil registration) (England) (Amendment) Regulations 2016 making reasonable enquiries to establish the whereabouts of the child. This only applies if the Academy does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause.

The Academy must also arrange full-time education for excluded pupils from the sixth school day of a fixed term exclusion. This information can be found in the [Exclusion from maintained schools, academies and pupil referral units in England](#) statutory guidance.

The Academy has a safeguarding duty (Under section 175 of the Education Act 2002) in respect of their pupils, and as part of this should investigate any unexplained absences. Further information about the Academy's safeguarding responsibilities can be found in the Keeping children safe in education statutory guidance along with the Academy's Safeguarding and Child Protection Policy.

Appendices

Appendix A: Grounds for Deleting a Pupil from the Academy Admission Register

	Grounds for deleting a pupil of compulsory Academy age from the Academy admission register set out in the Education (Pupil Registration) (England) Regulations 2006, as amended
1	Where the pupil is registered at the Academy in accordance with the requirements of an Academy attendance order, that another Academy is substituted by the local authority for that named in the order or the order is revoked by the local authority on the ground that arrangements have been made for the pupil to receive efficient full-time education suitable to his age, ability and aptitude otherwise than at Academy.
2	Except where it has been agreed by the proprietor that the pupil should be registered at more than one Academy, in a case not falling within sub-paragraph (a) or regulation 9, that he has been registered as a pupil at another Academy.
3	Where a pupil is registered at more than one Academy, and in a case not falling within sub-paragraph (j) or (m) or regulation 9, that they have ceased to attend the Academy and the proprietor of any other Academy at which they are registered has given consent to the deletion.
4	In a case not falling within sub-paragraph (a) of this paragraph, that the pupil has ceased to attend the Academy and the proprietor has received written notification from the parent that the pupil is receiving education otherwise than at Academy.
5	Except in the case of a boarder, that the pupil has ceased to attend the Academy and no longer ordinarily resides at a place which is a reasonable distance from the Academy at which the pupil is registered.
6	In the case of a pupil granted leave of absence in accordance with regulation 7(1A), that – <ul style="list-style-type: none"> i) the pupil has failed to attend the Academy within ten Academy days immediately following the expiry of the period for which such leave was granted; ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the Academy by reason of sickness or any unavoidable cause; and iii) the proprietor and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.
7	That the pupil is certified by the Academy medical officer as unlikely to be in a fit state of health to attend Academy before ceasing to be of compulsory Academy age, and neither the pupil nor the parents has indicated to the Academy the intention to continue to attend the Academy after ceasing to be of compulsory Academy age.
8	That the pupil has been continuously absent from the Academy for a period of not less than twenty Academy days and – <ul style="list-style-type: none"> i) at no time was his absence during that period authorised by the proprietor in accordance with regulation 6(2); ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the Academy by reason of sickness or any unavoidable cause; and

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	iii) the proprietor of the Academy and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.
9	That the pupil is detained in pursuance of a final court order made by a court or of an order of recall made by a court or the Secretary of State, that order being for a period of not less than four months, and the proprietor does not have reasonable grounds to believe that the pupil will return to the Academy at the end of that period.
10	That the pupil has died.
11	That the pupil will cease to be compulsory Academy age before the Academy next meets and – <ul style="list-style-type: none"> i) the relevant person has indicated that the pupil will cease to attend the Academy; or ii) the pupil does not meet the academic entry requirements for admission to the Academy' Sixth form.
12	In the case of a pupil at a Academy other than a maintained Academy, an Academy, a city technology college or a city college for the technology of the arts, that the pupil has ceased to be a pupil of the Academy.
13	That the pupil has been permanently excluded from the Academy.
14	Where the pupil has been admitted to the Academy to receive nursery education, that he has not on completing such education transferred to a reception, or higher class the Academy.
15	Where <ul style="list-style-type: none"> i) the pupil is boarder at a maintained Academy or an Academy; ii) charges for board and lodging are payable by the parent of the pupil; and iii) those charges remain unpaid by the pupil's parent at the end of the Academy term to which they relate.

Appendix B

**SWINDON EDUCATION WELFARE SERVICE
CHILDREN MISSING EDUCATION**

Schools have a responsibility to secure good attendance and to involve external agencies if poor attendance occurs. After a **maximum of 5 days** of non-school attendance and after school has been unable to contact parents/ carers, the school should complete school actions overleaf and then pass the CME Officer/EWO. Together we will try and locate the child by carrying out a series of checks. (If you have CP concerns you must contact the referral team 466903)

Please fill in child/family details below and then complete relevant checks:

Child's name: _____ Date of birth: _____

Last known address
Including postcode: _____

School name: _____ Year Group: _____

Previous School: _____

Mother/father/carers full name: _____

Parent/Guardian Contact number: _____

EWO: _____ Other Agency Involvement/CAF/TAC: _____

Date of last contact with family: _____

Date when pupil was last in school: _____ %: _____

Child Protection Plan (Y/N): _____ History of Domestic Violence (Y/N): _____

Other relevant information (If under TAC please include copy of action plan along with name of Lead Professional)
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Name of person completing this form: _____

Date: _____

TRACKING MISSING PUPIL CHECKLIST

School Actions:	√	Initials
1. Ask the friends of missing pupil for any current information		
2. Check emergency contact numbers		
3. Check free school meals database		
4. If a voluntary aided school, check with priest		
5. Check records to see if there are siblings at another school and contact the school		
6. Check with school nurse		

THE ABOVE ACTIONS MUST BE COMPLETED BEFORE THE 10TH DAY OF PUPIL MISSING
 This form to be passed to the local authority's named officer for Children Missing Education (CME) 465710

EWO Actions:	√	Initials
1. Check with admissions team		
2. Make a home visit and check with neighbours		
3. Check with relevant Children Services Team 466903		
4. Check with local refuge 864984		
5. Check with housing 464405/housing benefit - email Housing.benefit@capita.co.uk		
6. Check with health 466760		
7. Check with YOT 823153		
8. Check with Police Child Protection Team 50 7910 / 507976		
9. Update EMS, change status to CME and record onto diary sheet		

THE ABOVE ACTIONS MUST BE COMPLETED BEFORE THE 15th DAY OF PUPIL MISSING

CME Lead Officer's Actions	√	Initials
1. Check on Lost Child Database and upload message to other authorities		
2. Write to school and advise them to upload Common Transfer Form (CTF) and off roll pupil		
4. Still missing Report child as missing to police		

Pupil Located/Date/Destination

Appendix C

PUPIL TRACKING DOCUMENT INFORMATION REQUEST

FOR ALL PUPILS WHO HAVE HAD 10 DAYS CONTINUOUS ABSENCE (20 sessions)
FOR WHATEVER REASON – AUTHORISED OR UNAUTHORISED WITHOUT PERMISSION

To the Education Welfare Officer/School Lead Officer for Attendance

Date for Information to be returned: Term 1 data

Name of EWO/Academy representative:	
Academy	

Name of Pupil & Date of Birth	Year Group	Date Last at The Academy	SEN	YOT	CIC (LAC)	Reason for absence (please include any other agency involvement/lead professional)